

**APPLICATION PACK**

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| **Reference No:** | 31103 |
| **Title:** | Collections Management Officer |
| **Classification:** | APS Level 5 |
| **Employment Type:** | Non-ongoing for 12 months with the possibility of ongoing |
| **Hours per week:** | Full time, 37hours 30minutes per week |
| **Salary:** | $71,488 - $75,837 + 15.4% superannuation |
| **Section:** | Heritage, Communications & Development |
| **Team:** | Heritage & Collections |
| **Security Requirements:** | Baseline security clearance |
| **Supervisor:** | EL1 – Manager Heritage & Collections |
| **Open Date:** | 8 October 2020 |
| **Closing Date:** | 22 October 2020 (11:59pm) |
| Contact Officer: | Emma Gwynn – Phone: 0419 610 446 |

# Diversity and Inclusion

MoAD encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds. We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

# Museum of Australian Democracy at Old Parliament House

Housed in one of Australia’s most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

# Position Details

Old Parliament House is on the Commonwealth and National Heritage Lists and is protected under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).

The role of Collections Access and Loans Officer is central to the ongoing care of, and access to MoAD’s collections and loaned collection objects. The role has a critical part in MoAD’s delivery and upkeep of core exhibitions, temporary exhibitions, and interpreted spaces, and is crucial to MoAD’s ongoing program of inward and outward collection loans.

This position has a key role in implementing the Collection Management Procedures, meeting MoAD’s collection targets, legal obligations, and industry standards of collection care.

# Duties

1. Implement heritage and museum best practice principles in collection management and conservation work programs
2. Undertake tasks related to the management of the museum collections in accordance with the related policies and industry standards. In particular manage: loans for exhibition and interpretation; object preparation, installations and de-installations; and collection conservation projects
3. Management of information in the museum’s collection management system
(KE EMu), and digital asset management system (Piction).
4. Prepare agreements, contracts, correspondence, approval documentation and compliance and risk management tasks as they relate to heritage and collection management projects
5. Represent Heritage & Collections on project teams, supervise activities related to the collection and heritage.

# Key Attributes

* Experience in collection management within the cultural sector
* Excellent communication skills (verbal, written, negotiation and presentation) and a demonstrated ability to liaise effectively with internal and external stakeholders and contractors to achieve outcomes
* Strong interpersonal skills with the ability to build and maintain effective working relationships
* Proven time management skills including the ability to manage multiple projects effectively with high attention to detail
* Practical skills relating to museums and/or collections, and a demonstrated knowledge and capacity to apply Work Health and Safety (WHS) in a collection management role
* Highly Desirable - tertiary qualifications relevant to museum and/or cultural heritage management.

# Your application

* Please provide a concise statement of no more than two pages outlining your relevant skills and experience.
* No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key attributes against the position requirements.

# Application details

Your application must include:

* A completed application cover sheet - (available on the [MoAD website](http://moadoph.gov.au/about/employment))
* Concise statement of claims
* Resume outlining your career history, qualifications and contact details for at least two recent referees

# Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

* **Citizenship –** Applicants must be an Australian Citizen.
* **Security Clearance –** The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

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# Employment Agreement

* All terms and conditions for employment at MoAD can be found in our [Enterprise Agreement.](https://moad-web.s3.amazonaws.com/heracles-production/585/8e8/6b0/5858e86b093ada2fa6dfc3d0c78431c287f71b282af5e88421ae31ceb2e2/enterprise-agreement-2017-2020.pdf)

# Submission

* Please submit applications by the closing date and time electronically to recruitment@moadoph.gov.au.
* Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.